



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov

PERSONNEL COMMISSION

Meeting Notice

DATE: Friday, December 12, 2014

TIME: 9:00 a.m.

LOCATION: Gaming Control Board Grant Sawyer State Building
1919 College Parkway 555 E. Washington Avenue, Room 2450
Carson City, Nevada 89701 Las Vegas, Nevada 89101

The sites will be connected by videoconference. The public is invited to attend at either location. As video conferencing gives the Commission, staff and others flexibility to attend meetings in either Northern or Southern Nevada, handouts to the Commission on the day of the meeting might not be transmitted to the distant locations.

Notice: The Personnel Commission may address agenda items out of sequence to accommodate persons appearing before the Commission or to aid the efficiency or effectiveness of the meeting at the Chair's discretion. The Commission may combine two or more agenda items for consideration, and the Commission may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Agenda

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|----------------------------|--|
| FOR POSSIBLE ACTION | I. Call To Order, Welcome, Roll Call, Announcements |
| | II. Public Comment: No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020) Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow additional public comment on a specific agenda item when the item is being considered. |
| FOR POSSIBLE ACTION | III. Approval of Minutes of Previous Meeting dated September 26, 2014.....1-17 |

FOR POSSIBLE ACTION

IV. Discussion and Approval of Addition of Class to List of Approved for Pre-Employment Screening for Controlled Substances and Revisions to Class Specifications.....18-19

A. Department of Motor Vehicles request for addition of positions to list approved for pre-employment screening for controlled substances and request for approval of class specification change to include pre-employment testing.

1. Positions requested for approval of pre-employment screening for controlled substances.....**20-29**
 - 2.211 Administrative Assistant III – PCNs RE7015, WF7047
 - 7.467 Program Officer II – PCN CC4019
 - 11.354 Supervisory Compliance Investigator – PCN WF8508
 - 11.358 Compliance Investigator II – PCNs RE8018, RE8028, RE8026, RE8028
 - 11.424 DMV Services Technician III – PCNs RE5324, RE5328
2. Request for approval of class specification change to include pre-employment screening for controlled substances for some positions.....**30-37**
 - DMV Services Technician

FOR POSSIBLE ACTION

V. Individual Classification Appeal.....38-39

A. James Wright, Accountant Technician II
Nevada State Veterans Home

FOR POSSIBLE ACTION

VI. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions.....40

- A. Clerical and Related Services.....**41-50**
 1. Subgroup: Administrative Support
 - a. 2.225 Admissions & Records Assistant Series
- B. Fiscal Management & Staff Services.....**51-53**
 1. Subgroup: Public Information
 - a. 07.807 Assistant Costumer
- C. Medical, Health & Related Services.....**54-60**
 1. Subgroup: Health Related Services
 - a. 10.228 Disease Control Specialist Series
- D. Sworn Law Enforcement.....**61-69**
 1. Subgroup: Sworn Law Enforcement
 - a. 13.251 Chief Investigator, Compliance / Enforcement Series

VII. Report of Uncontested Classification Changes.....70-74

Postings #1-15, #2-15, #3-15 – Cancelled, #4-15 & #5-15

VIII. Discussion and Announcement of Dates for Upcoming Meetings – Next scheduled meeting – March 20, 2015

IX. Public Comment: No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020) Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow additional public comment on a specific agenda item when the item is being considered.

X. Adjournment

If anyone has questions or wish to discuss in further detail, the items scheduled for this Commission meeting, please contact Shelley Blotter at (775) 684-0105.

We are pleased to make reasonable accommodations for individuals who wish to attend this meeting. If special arrangements or audiovisual equipment are necessary, please notify the Division of Human Resource Management in writing at 209 E. Musser Street, Room 101, Carson City, Nevada 89701 no less than (5) five working days prior to the meeting.

NOTE: CARSON CITY

Blasdel Building, 209 East Musser Street

Nevada Public Notice Website: <http://notice.nv.gov>

Division of Human Resource Management website:

www.hr.nv.gov

Nevada State Library & Archives Bldg. 100 N. Stewart Street

Nevada State Capitol Building, 101 N. Carson Street

LAS VEGAS

Grant Sawyer Building

555 E. Washington Street